

: C I R C U L A R :

Subject:- Retention of Board's Quarter.

In accordance with the provision under G.O. 26(Personnel), dated 30/6/64, an employee to whom accommodation is provided in the Board's own quarter or in the hired quarter, when transferred, is required to vacate premises on the day on which he hands over charge or on the date of his relief. However, for any special reasons, if he is not in a position to vacate the quarter on the day of his transfer/relief, the Competent Authority at its discretion and looking to the requirements of employees on waiting list of quarter applicants may permit the employees to retain the quarter up to a maximum period of 4 months subject to certain conditions.

However, it has been observed that a number of employees who are in occupation of Board's quarter do not vacate the same on their transfer to another place for years together and continue to occupy the quarters without proper permission of the Competent Authority. This type of behaviour on the part of such employees not only amounts to an act of misconduct, but also causes inconvenience to other employees who come on transfer and need Board's accommodation, and are awaiting their turn on waiting list.

In some cases, it is also noticed that employees transferred to other place occupy the Board's quarter till he is again transferred back to his original place of posting and thereafter continue to occupy the same quarter.

*Shri. Chandan*  
linkup with G.O. 26

*CCP*  
15/1/91

*G.O. 26 (P)*  
*File*  
*CCP*

*G.O. 26 (P)*

In order to over-come such irregular actions, it is decided not to transfer back such an employee, who is in occupation of Board's quarter, to earlier Head quarters, until and unless he has vacated the quarter thereat.

All the transferring authorities are requested kindly to take note of this Circular and ensure that the instructions contained in this Circular are followed strictly.

*[Signature]*  
19/12/40  
Member (Adm.) / Secretary.

Copy to :

~~1~~ 1000 per mailing list.

Kac/-